

MLTI4

Cohort 1 (2013) Device Buyout Overview

March 16, 2017

Note: Please read through this entire packet.

All Cohort 1 MLTI schools are required to take certain actions in a timely fashion. Cohort 1 schools are those that opted in to MLTI in 2013 and did not refresh all of their grades in 2016.

Thank you

Questions about this process may be directed to: MLTI Project Office

mlti.project@maine.gov

MLTI Device Asset Management and Buyout Procedures

Buyout Timeline

March 17, 2017, 11 am

Buyout Information Webinar

March 17 - April 10, 2017 –

All 2013 MLTI schools must update and verify 2013 inventory in the Asset Manager

April 3, 2017

List of asset tags from Asset Manager posted to MLTI website to preview data that will be used to determine buyout, unless schools make changes by April 10

April 10, 2017, 4 pm

Asset Manager is “frozen,” i.e. an export of Asset Manager contents (2013 devices) will be preserved as of this date, and that export will determine which school a device “belongs to” for purchasing and payments

April 18, 2017

Passwords to access the online buyout database will be e-mailed to Superintendents

April 25, 2017

Buyout Online Database available to schools

May 16, 2017, 4 pm

Round 1 Device Buyout Agreement due to DOE

May 19, 2017

Device inventories and locations available for Round 2 are published

May 24, 2017, 5 pm

Round 2 Buyout Form due to DOE

May 26, 2017, time TBD

Round 2 Purchasing Webinar

July 19, 2017

Deadline for pick-up of devices located at other MLTI schools

July 28, 2017

Payments due from schools

Buyout Overview

Once the State exercises the option to buy out devices at the end of a MLTI lease, Maine school districts have the right of first refusal to purchase those devices from the State.

In Round 1 of the buyout process, schools may purchase all, some or none of the 2013 devices listed in their Asset Managers as of April 10, 2017. Prices are as follows:

HP ProBook 4440	\$18
iPad Retina	\$28
iPad Mini	\$15
MacBook Air 11" or 13"	\$48

Round 1 schools are required to buy out devices that are not in working order (see below for more detail) and to pay the buyout cost for missing devices.

Devices not purchased by the school in Round 1 will be made available to other schools for the same price as above. First priority will be given in Round 2 to MLTI participating schools. Devices not purchased by any school in Round 2 will be liquidated by the Bureau of General Services (BGS), Surplus Property Division, and pricing and availability will be governed by normal BGS surplus property rules and processes.

Purchases of retired MLTI devices must follow State surplus property laws, including the law requiring that state assets purchased by the school may not be sold by the school for at least 6 months after the transfer of title occurs.

Specific information about software licensing and other associated details will be posted to MLTI's website at <http://maine.gov/doe/mlti/buyout/>

Any device not purchased by the school to which it was allocated in Round 1 must be in working order. "Working order" is defined as:

- The device turns on and stays on
- Battery holds a charge for at least 6 hours
- No screen cracks
- No missing keys
- Laptops open and close properly
- All accessories are included: case (iPads), carry cases, working cords and chargers

During the month of March and early April, schools must confirm their asset inventory as listed in the MLTI Asset Managers. On April 10, 2017 the option to transfer 2013 devices within the Asset Manager will be frozen, meaning that the Asset Manager data on that date will be imported into a separate database system. This system will allow schools to indicate which devices it will purchase and to print a purchasing agreement. If schools need to transfer 2013 devices after April 10, please contact Stephanie Pinkham at Stephanie.Pinkham@maine.gov so that those changes can be reflected in the separate database.

BUYOUT STEPS

March 17 - April 10, 2017 –

Schools Review Inventory and Confirm Asset Manager Contents

Each MLTI school should perform a physical inventory of all 2013 devices, to verify that the devices' serial numbers and asset tags are correct, and to identify devices that might be damaged, lost or stolen. Be sure to account for chargers, cases and/or bags.

All MLTI schools must update and verify 2013 inventory in the Asset Manager (<https://assetmanager.mlti.net> or <https://hp.enabled121.com/portal.php>) as the Asset Manager will be the official list of devices that are eligible for that school to buy out. It also determines responsibility for missing devices.

At this time, schools should also plan for getting devices to the Repair Depot for repairs covered by warranty -- as the WARRANTY ENDS JUNE 30th, 2017 (need to verify end date with HP) and any repairs needed after that date would be done at the school's expense.

Devices not listed in Asset Manager – “Extra”

If your school has a 2013 device that is not listed in your MLTI Asset Manager, please report that device via email to mlti.project@maine.gov. When reporting *Extra* devices, please include the asset tag and serial number of each device. The MLTI team will find each asset's electronic record and transfer it to your asset pool in the MLTI Asset Manager.

Devices not found in your SAU – “Missing”

If your school has a 2013 asset record in your MLTI Asset Manager but cannot locate the device, the school remains responsible for that asset. If another school reports the device as *Extra* at their school, the MLTI Project team will transfer the asset in the MLTI Asset Manager to that school. If the device is not reported by another school, and it remains missing, the school should report the device as lost by submitting a Buffer Pool Request. If the school does not have any Buffer Pool allotment left, or the Buffer Pool has been depleted, the school must pay for the lost asset as part of its Buyout purchases.

April 3, 2017

Preview of Asset Manager Records

List of asset tags from Asset Manager posted to MLTI website to preview data that will be used to determine buyout, unless schools make changes by April 10

April 10, 2017

Asset Manager “frozen”

On April 10, 2017 at 4 pm, the MLTI Office at DOE will download the list of all 2013 devices from the Asset Manager. This becomes the list of devices of record. Schools should not transfer devices after that date, as the change will not be reflected in the lists produced on April 10th. If changes are needed, please contact the MLTI Project Office at Stephanie.Pinkham@maine.gov.

If a school requires another device to accommodate a new student after April 10, 2017, the school should complete the MLTI Device Request Form at <http://maine.gov/doe/mlti/procedure/request/index.html>

Note: If your SAU houses an Enrollment Pool, the devices in the Enrollment Pool will be used to accommodate enrollment shifts for the final few months of the year. At the conclusion of the school year, the Department may make those assets available for purchasing. If this occurs, the school that houses the Enrollment Pool SAU will have right of first refusal to purchase the devices.

April 25, 2017

Round 1 - Buyout Online Database available to schools

Each SAU Superintendent will be e-mailed a username and password to login to the Buyout Online Database (linked from www.maine.gov/doe/mlti/buyout). This database will be populated with the asset data from the MLTI Asset Manager and allows each SAU to indicate which assets (if any) it intends to purchase at the buyout cost of each device. Each SAU will be provided a single login account. The Superintendent may share this login with multiple authorized users. The single login account may be used concurrently by more than one user. Note that the online system does not allow multiple users to interact with the same asset record at the same time.

Specific instructions for using Buyout Online Database will be posted online at <http://maine.gov/doe/mlti/buyout>.

In the Buyout Online Database, SAUs must indicate which devices it intends to purchase. Once completed, the SAU will be able to print the *Device Buyout Agreement* that will indicate the total number of devices it is purchasing at each school.

Schools in Round 1 may purchase all, some or none of the 2013 devices issued to the school through MLTI. All devices marked for Return must be in *working order*. If devices returned to the Department are not in working order, the school will be billed the buyout cost for that device.

“Working order” is defined as:

- The device turns on and stays on
- Battery holds a charge for at least 6 hours
- No screen cracks
- No missing keys
- Laptops open and close properly
- All accessories are included: case (iPads), Brenthaven or Targus carry cases, working chargers/ power cords including adapter with duckhead and extension cables

Remember, when devices are returned to the State, the MLTI warranties will have expired. Therefore, any repairs that typically were covered by the warranty are no longer covered, and devices requiring that type of repair would not be considered in *working order*.

May 16, 2017

Round 1 Device Buyout Agreement due (MANDATORY)

Signed *Device Buyout Agreements* must be sent to the MLTI Project Office by May 16, 2017. Data entered into the Buyout Online Database will automatically populate the form. Schools can print the screen from their web browser. Signed forms should be scanned and emailed to Stephanie.Pinkham@maine.gov or mailed to:

*MLTI Project Office
Attn: Stephanie Pinkham
Maine Department of Education
23 State House Station
Augusta, ME 04333*

Notes:

- If your SAU is not purchasing any devices, the SAU must still complete this process and return a Device Buyout Agreement. The Agreement will simply list that all devices are being returned.
- The Device Buyout Agreement will include the total number of devices purchased at each school location in the SAU. The specific list of assets purchased and/or returned in the Buyout Online Database will be used to generate transfer of title documents. Once the MLTI Project team receives the signed Agreement, your SAUs login to the Buyout Online Database will be made Read Only to ensure that the data is not accidentally altered. This data will be used to generate Transfer of Title documentation for SAUs.

May 19, 2017

Device inventories available for Round 2 purchases, and location of devices published

May 24, 2017 5 pm

Round 2 School Buyout Submission form due

May 26, 2017, 2:00 PM

Round 2 Purchasing Webinar

Based on the *Round 1 Device Buyout Agreements* returned to the MLTI Project Team, a list of schools with available working devices will be published online at maine.gov/doe/mlti/buyout.

The purchase of another school's available devices will be done by lottery. Each SAU that included a Round 2 Pin Code on their *Round 1 Device Buyout Agreement* will be assigned a random lottery number. Schools that are not in Round 1 can obtain a lottery number from the DOE MLTI Office. These numbers will be published with the list of available devices.

Round 2 purchase priority will be based upon lottery number (lower lottery numbers are better). SAUs purchasing devices located at another school must purchase the entire pool available at that school. If multiple SAUs wish to share a pool, the SAU with the lowest lottery number should submit the purchase request on behalf of all of the SAUs involved using the *Round 2 School Buyout Online Submission* form (to be posted at maine.gov/doe/mlti/buyout). The form will allow for the SAU to indicate up to 3 choices in priority order of pools of devices to fulfill its needs.

The MLTI Project team will review submissions in lottery number order (lowest first). If one of the three choices indicated by the SAU is available for purchase (i.e., no SAU with a better lottery number has already purchased that pool), then that purchase will be completed, and an email confirmation will be sent to the Buyout Contact provided by the SAU during Round 1 purchase. All purchases will be processed until an SAU's top three choices are not available. The live webinar on May 26, 2017 will begin with this SAU and continue in the order of the lottery numbers. If an SAU's representative is not present on the live webinar when the lottery number is called, the MLTI Project team will move on to the next lottery number and the missing SAU will be dropped to the bottom of the lottery number list.

Please note that if an SAU returns its *Round 1 Device Buyout Agreement* late, it is possible that the DOE will amend the list of schools with available devices after the initial post. Schools interested in purchasing additional devices should monitor this list, as the DOE will not be alerting schools when the list is modified.

Costs related to the transportation and transfer of the devices from one school to another are the sole responsibility of the purchasing school. Purchasing schools should work with the sending schools to arrange a mutually agreeable time after the conclusion of the school year to pick up the devices. While it's up to each pair of schools to arrange this transfer of devices, the DOE recommends that purchasing schools make their best effort to take possession of the devices before July 19, 2017 so that the sending school does not have to store the devices for an extended period of time.